WELCOME TO:

GOVERNMENT PURCHASE CARD TRAINING FOR PURCHASES EXCEEDING $3,000

SPONSORED BY:

REGIONAL CONTRACTING OFFICE (RCO) SECKENHEIM

ADMINISTRATIVE ANNOUNCEMENTS

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ADMINISTRATIVE ANNOUNCEMENTS

- Class Duration
- Breaks – every hour – 10 mins
- Turn off sound/ringer on all cell phones and pagers
- Location of smoking areas
- Restrooms/Water Fountains
- Phone
- Vending Machines
- Food in classroom

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INTRODUCTION

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INTRODUCTION OF RCO PERSONNEL

Chief, Regional Contracting Office (RCO) Seckenheim –

Mr. Randy Hamilton

Team leader, Government Purchase Card (GPC)

Mr. Solomon Evans, A/OPC Level Four - (Primary)

DSN 375-3395 COMM 0621 487-3395

Trainer for this Session

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AGENCY PROGRAM COORDINATORS

UNIT	NAME	DSN
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CPOC / 7TH ARCOM USAG - STG	SYLVIA GONSIOR sylvia.gonsior@eur.army.mil	375-3382
HQ, USAREUR V CORPS	RENE DUFOUR rene.dufour@eur.army.mil	375-3406

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CONTACT INFORMATION

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Unit 29331, Box 744
APO AE 09096

Office Hours: 0800-1600
Monday - Friday

Phone DSN: 375-XXXX

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Homepage:
http://www.usacce.army.mil/seckenheim/

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ACCOUNT AUTHORIZATION

- **DFARS 213.301 permits use of the purchase card on a stand-alone basis for overseas purchases of commercial items valued at or below $25,000 for use/consumption outside the United States.**

Law, Regulations, and Policies

- 41 U.S.C. 421 AND 48 CFR Chapter 1
- FAR 13.003©(2)(e) (Policy)
- DFARS 201.603-3 (Appointment Authority)
- DFARS 213.301 (Simplified Acquisition Procedures)
- AR-715-XX, GPC PROGRAM (APRIL 2006)

HOW DOES THE PROGRAM WORK?

- The purchasing authority and the funding must be in place.
- The cardholder receives a written request for supplies or services.
- The cardholder obtains and documents competition
- The cardholder documents the determination of price reasonableness.
- The cardholder makes the purchase.

USE OF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GPC)

- For purchase of supplies or services
  - Over the counter
  - Telephonic / faxed order
  - Internet
  - CONUS, local vendors, AAFES

CARDHOLDER APPLICATION PROCESS

Step One: Complete on-line DAU GPC tutorial and Ethics Training

Step Two: Schedule and attend prescribed GPC on-site training (Orientation) http://www.usacce.army.mil/seckenheim/

Step Three: Submit completed GPC Account Setup Form to the A/OPC. Complete Credit Card Application signed by BO and your Resource Management Office (CDR's signature needed for over $3,000 SPL)

Step Four: Send back a signed copy of "Delegation of Authority" letter.

Step Five: Wait for card – two week delivery

Step Six: "Self register" in C.A.R.E for a user ID and password

PURCHASE CARD FUNDING

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TYPES OF FUNDING

Two different forms of funding:

- DD3953 – Purchase and Commitment Form – one for each purchase

OR

- Bulk Funding

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BULK FUNDING

ENSURE THAT FUNDS ARE AVAILABLE TO PAY FOR ITEMS BEING PURCHASED!

- Funds must be reserved prior to purchase.
- Funds may be reserved in advance in the form of bulk commitments. Bulk funds cover anticipated purchase card purchases for a specified period.
- Local fund control procedures apply when bulk funding is used. Cardholders must comply with these procedures prior to making purchases.
- The cardholder must record his/her purchases in the Purchase Log. Documentation must ensure accountability for both the purchases and the associated funding.

MANUAL LOG SHEET

You have to Log purchases… <u>Mandatory</u> requirement for bulk funding……

PURCHASE GUIDELINES

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WHAT DO I HAVE TO DO?

- Determine in writing the best value for the government.
- Have detailed documentation to show competition.
- Prepare modified contract form – Germany.

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MAXIMIZING COMPETITION

- **Before award, the cardholder shall determine and document that the proposed price is fair and reasonable:**
  - **Base price reasonableness on competitive quotes**
  - **If only one response is received, include a statement of price reasonableness in purchase file, the statement may be based on:**
    - **Market research**
    - **Comparison with historical data giving the Gov't the best price possible**

Conditions for Use

- Purchases should be tax exempt – use tax exempt form (ABWICKLUNGSSCHEIN) where required.
- Order form for purchases > $3,000
- Backordering not permitted
- No ”splitting” of requirement
- Research market to get the best value

UNAUTHORIZED USE

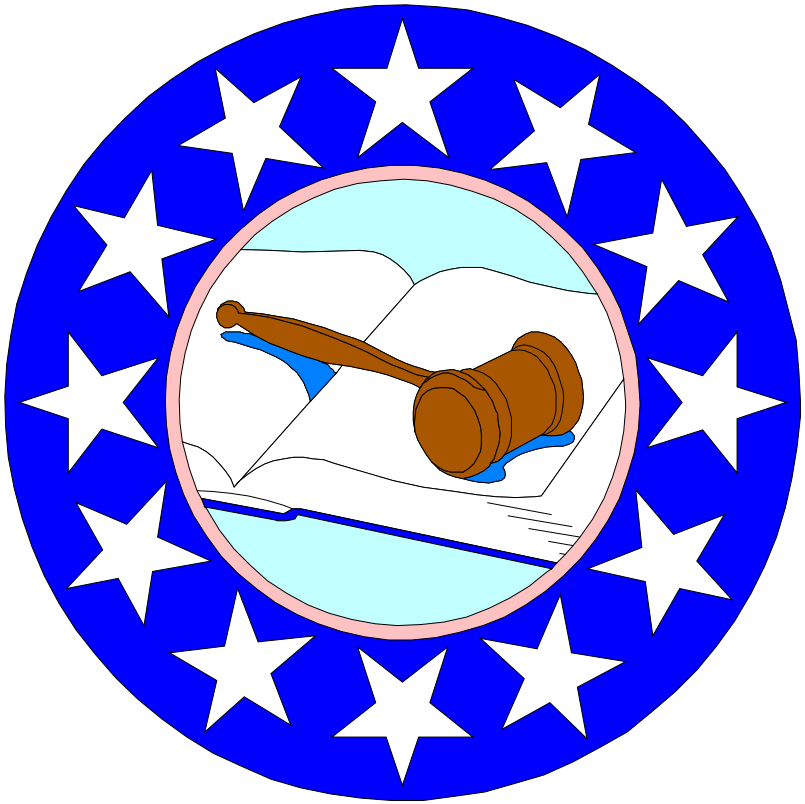
- **For work to be performed by employees recruited within the United States.**
- **Except as authorized by the Department of Treasury Office of Foreign Assets Control (OFAC), Agencies, their contractor and subcontractor may not acquire supplies or services if any proclamation, executive order or statue prohibited such transactions**
- **Specially designated nationals and blocked person. Check;**

  http://www.epls.gov/TerList1.htmil and http://www.treas.gov/ofac

UNAUTHORIZED TRANSACTION

- **Most transactions involving Cuba, Iran, Libya, Sudan are prohibited as are most imports from North Korea into the U.S. or its outlying area.**
- **Purchase of ball or roller bearings as end items**
- **Purchase requiring access to classified or Privacy Act information**
- **Purchase requiring Transportation of supplies by sea**

REQUIREMENTS OF FAR



Requirements of the Federal Acquisition Regulation (FAR) Applicable to GPC purchases:

- Mandatory Training
- Prohibition - Splitting Requirement
- Source Rotation
- Price Reasonableness Determination
- Purchase Documentation (C.A.R.E. Log)
- Government Sources & Priority of Use

BEFORE YOU BUY

- ✓ Obtain required pre-approvals or technical reviews -utilize purchase request form
- ✓ Screen mandatory sources
- ✓ Ensure adequate funding is available (or proper funding)
- ✓ Make sure vendor takes the GPC
- ✓ Document that the price is fair and reasonable
- ✓ Ensure any shipping charges are included in the price and not to be billed as a separate item.
- ✓ Distribute your purchases among vendors (share the wealth)
- ✓ Advise vendor that purchase is tax exempt – Take your tax relief (VAT) form with you.
- ✓ Document purchases – bulk funding log, purchase file, C.A.R.E. Transaction Detail Log
- ✓ Ensure additional credit card fees are not added to the purchase price.

PURCHASE REQUEST FORM

GOVERNMENT CREDIT CARD REQUEST/RECEIPT INFORMATION	UNIT:	SUPPLIES:		JOB No. X
		SERVICE:		

1. REQUEST THE FOLLOWING ITEMS BE PURCHASED WITH THE GOVERNMENT CREDIT CARD:

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	Rental of 10 person vans $49.50	4	$198.00	
2	Gas (estimated cost) $18.00	4	$ 72.00	

TOTAL: $270.0

2. SOURCE OF SUPPLY SERVICE:

COMPANY NAME:	Na onal Car Rental	POC:	John
COMPANY ADDRESS:	2 S Pacific Avenue A n, WA		
PHONE No.1-800-846-1212 FAX: 1-800-846-1200			

E AND SIGNATURE OF REQUESTER TURE OF PBO — NAME AND

NAME AND SIGNATURE OF APPROV OFFICIAL IATURE OF ADP MANAGER — NAME AND

TRANSPORTATION OFFICER

SAMPLE

Line items (itemized list)

Justifications/ PBO, CAPR, etc

Requestor

Approving Official

Requestor/Receiver

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SPLITTING PURCHASES

You may NOT split purchases in order to stay below the single purchase limit. THIS IS A VIOLATION OF FEDERAL LAW!

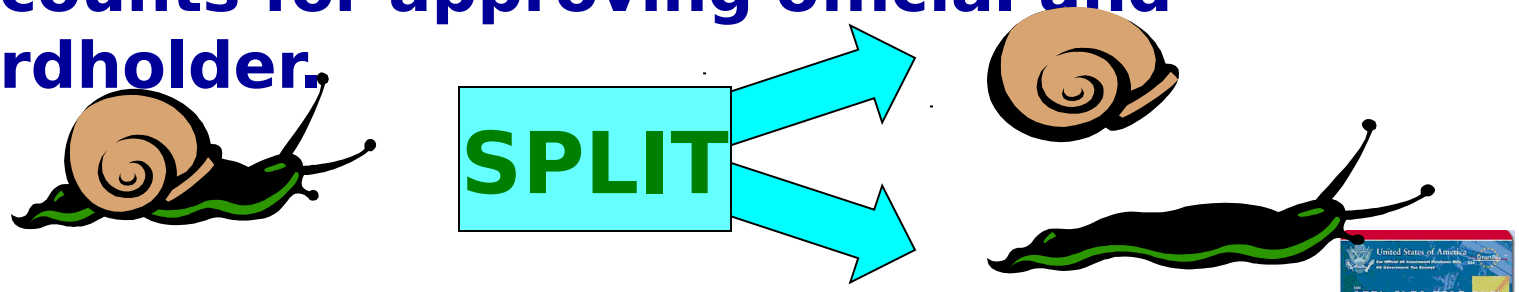
You may purchase multiple items as long as the aggregate is below your single purchase limit.

SPLITTING PURCHASES

Splitting occurs when a single requirement is “split” into multiple purchases in order to stay below the “micro-purchase threshold so that the purchase card can be used.

Any purchase over the micro-purchase threshold ($3 k), as established by congress, must be competed and cannot be made using the GPC procedures for under $3 k alone.

Splitting will result in suspension of GPC accounts for approving official and cardholder.



SPLIT PURCHASE - EXAMPLES

- A single cardholder making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
- A single cardholder purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.
- A single cardholder making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at time of the first purchase and the value exceeds the single purchase limit.
- Multiple cardholders under the same supervisor/approving official purchasing the same/similar item(s) the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.

MANDATORY SOURCES

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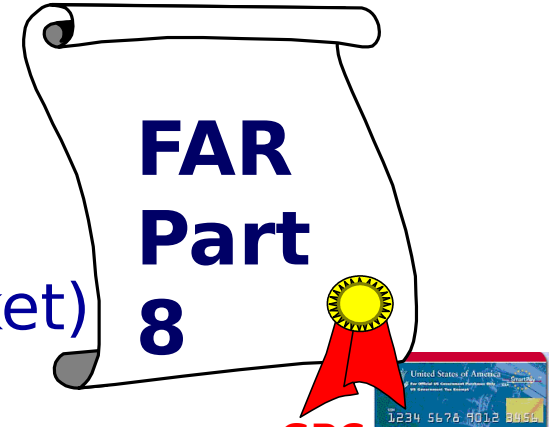
REQUIRED SOURCES OF SUPPLIES AND SERVICES - FAR PART 8

Mandated by Congress and is LAW

- Agency inventories
- Excess from other agencies
- National Industry for the Blind (NIB)
- National Industry for the Severely Handicapped (NISH)
- Wholesale Supply Sources
- Federal Supply Schedules
- Commercial Sources (open market)



DoD EMALL

Cardholders are required to place office product orders against the mandatory BPAs through DoD EMALL

Exceptions:

- Purchase made through local Self-Service Stores
- The mandatory BPA vendors cannot satisfy the ordering office's urgent delivery requirement
- Purchase is made of a JWOD / ABILITY ONE product from sources other than BPA holders when mandatory JWOD / ABILITY ONE products from BPA holders are determined to be priced above fair market value of the product.

"Ability One" will replace the acronym JWOD

DoD EMALL

Inability to meet delivery requirements shall be documented in writing

Comparison with other JWOD sources is required
when BPA products are priced above fair market value

www.emall.dla.mil

Toll free # 1-888-352-9333

PRE-APPROVALS - PURCHASES

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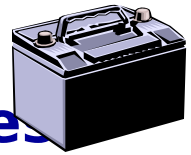
PRE-APPROVAL REQUIREMENTS

- **Prior approval required, in accordance with local and Command Policies, for the following:**
  - ✓ - Chemicals/Hazardous materials
  - ✓ - Duplicating Equipment
  - ✓ - Audio/Visual Equipment
  - ✓ - ADP Equipment
  - ✓ - Construction up to $2,0
  - ✓ - Books/subscriptions
  - ✓ - Training
  - ✓ - Cellular telephones
  - ✓ - Sustainment items, i.e. weapons, repair parts, ammunition

- **Additional items may be identified**

PRE-APPROVAL REQUIREMENTS

- **Installation Property**
  - **Property Book Officer**
- **Chemicals /Paints/Hazardous Materials**
  - **HAZMAT Control Center**
- **Batteries**
  - **Units turn in all used batteries**

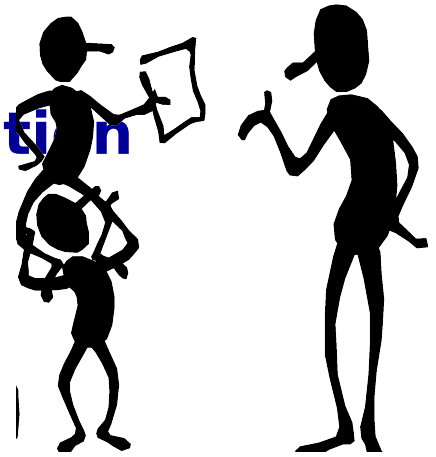


- **Bottled Water**
  - **Medical Officer- no potable water**

- **Printing Services**
  - **DAPS mandatory source for all printing/ reproduction services.**

PRE-APPROVAL REQUIREMENTS

- **IT/Audio/Visual Equipment**
  - –G-6
- **Rental Vehicles**
  - –TMP
- **Construction up to $2,000**
  - – DPW
- **Training**
  - - Training Officer – appointed position
- **IAW Agency Procedures**
  - - Approving Official



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TAX RELIEF FORM
GERMANY

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ABWICKLUNGSSCHEIN TAX RELIEF (VAT) FORMS

German Tax Relief (VAT) Form, "ABWICKLUNGSSCHEIN", is required to have the 19% value added taxed deducted at the time of purchase.

To determine price without the value added tax:

EURO PRICE minus 19% = TAX FREE EURO PRICE

EURO PRICE minus TAX FREE EURO PRICE = TAX AMOUNT

(BOTH AMOUNTS WILL BE NEEDED TO COMPLETE THE VAT FORM)

WHERE TO GET MORE ABWICKLUNGSSCHEIN'S

Purschke + Hensel
Kanalstrasse 7
12357 Berlin
Phone: 030-6609010
Fax: 030-66931199 or 030-660901-11
email: purschke-hensel@t-online.de
VISA Card (GPC) will be accepted

FORMS		EURO
50		18.40
100	30.70	
500	121.75	
1000	230.00	

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ABWICKLUNGSSCHEIN
TAX RELIEF (VAT) FORMS

Abwicklungsschein

für abgabenbegünstigte Lieferungen / Leistungen nach dem
for supplies / services under tax-relief according to
pour fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la

[ ] 1) NATO-Truppenstatut und dem Zusatzabkommen
NATO-Status of Forces Agreement and Supplementary Agreement thereto
Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire

[ ] 1) Offshore-Steuerabkommen
Tax Agreement on Relief to be Accorded to United States Defense Expenditures

[ ] 1) Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen
Protocol on NATO-Headquarters and Supplementing Agreement thereto
Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire

1. Ausfertigung für Zwecke der Umsatzsteuer | **1st copy** *for turnover tax purposes* | **1er exemplaire** *en vue de l'impôt sur le chiffre d'affaires*

1. Lieferschein — *Delivery Certificate — Certificat de livraison*

Name und Anschrift des Lieferers / Leistenden *)
Name and address of supplier
Nom et adresse du fournisseur
NAME/ADDRESS OF VENDOR

Datum und Nr. des Vertrages / Auftrages
Date and No of the contract / order
Date et No du marché / de la commande
DATE/ORDER NUMBER OR WRITE "IMPAC"

Name und Anschrift der amtlichen Beschaffungsstelle
Name and address of official procurement agency
Nom et adresse du service d'achat officiel
UNIT NAME/ADDRESS

Name und Anschrift der Empfangsdienststelle
Name and address of receiving agency
Nom et adresse du service réceptionnaire
UNIT NAME/ADDRESS

Datum der Lieferung/Leistung *) 2) *Date of delivery / service *) 2) Date de la livraison / prestation *) 2)*	Genaue Benennung der Waren oder Leistungen 2) in *Exact description of goods or services 2) in Désignation exacte des marchandises ou prestations 2) en* a) deutsch. Sprache *(German-allemand)* b) engl. bzw. franz. Übersetzung *(English or French translation-traduction anglaise ou française)*	Nr. des Warenverzeichnisses für die Außenhandelsstatistik 4) *No of Commodity Classification for Foreign Trade Statistics 4) No de la nomenclature pour la statistique du commerce extérieur 4)*	Warenmenge in *Quantity of goods in Quantité des marchandises en* anderen als metrischen Maßen und Gewichten (gem. Vertrag) 4) 5) *measurements other than metric units (according to contract) 4) 5) poids et mesures autres qu'unités métriques (suivant le contrat) 4) 5)*	Warenmenge in *Quantity of goods in Quantité des marchandises en* metrischen Maßen und Gewichten 4) 5) *measurements in metric units 4) 5) poids et mesures en unités métriques 4) 5)*	Preis 7) in ausländischer Währung/D-Mark *) *Price 7) in foreign currency/D-Marks *) Prix 7) en monnaie étrangère/en D-Mark *)*
1	2	3	4	5	6
DATE	NAME OF ITEM		QUANTITY	UNITS	PRICE

Gesamtbetrag in ausländischer Währung / D-Mark *)
*Total amount in foreign currency / D-Marks *)*
*Montant total en monnaie étrangère / en D-Mark *)*
TOTAL AMOUNT - VENDOR WILL COMPLETE

DATE
(Datum — *Date — Date*)

VENDOR'S OFFICIAL STAMP/SIGNATURE
(Firmenstempel und rechtsverbindliche Unterschrift)

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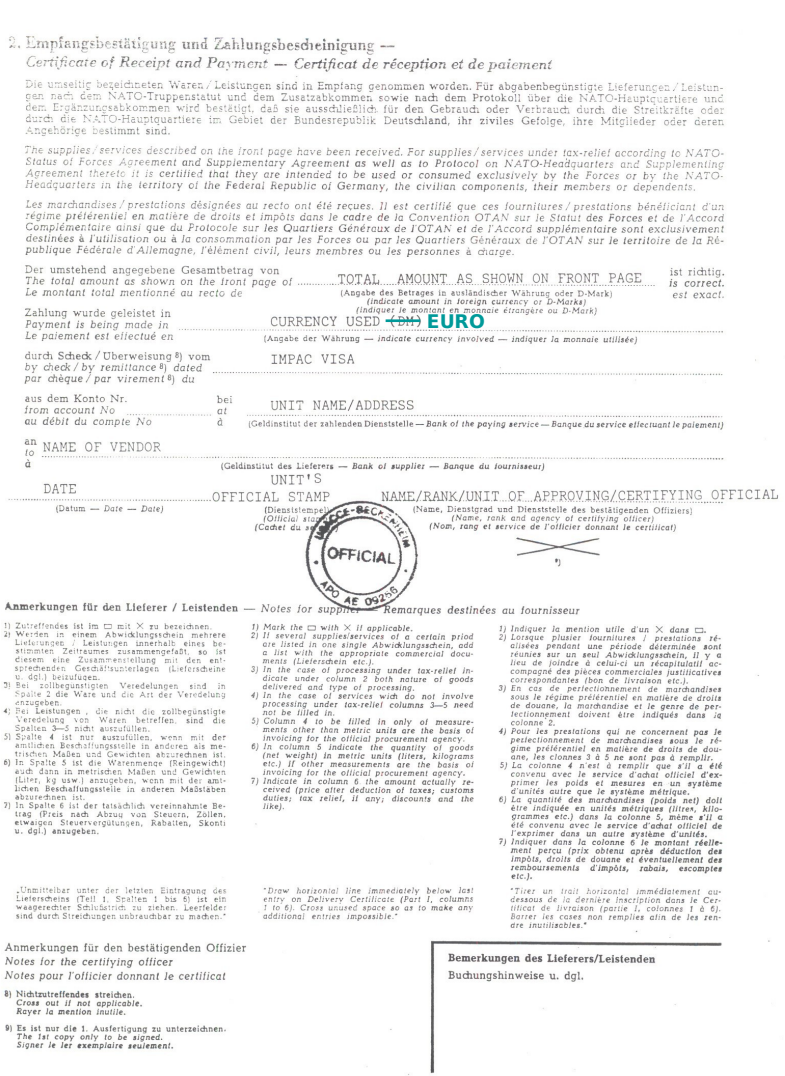
ABWICKLUNGSSCHEIN TAX RELIEF (VAT) FORMS



2. Empfangsbestätigung und Zahlungsbescheinigung —
Certificate of Receipt and Payment — Certificat de réception et de paiement

Die umseitig bezeichneten Waren / Leistungen sind in Empfang genommen worden. Für abgabenbegünstigte Lieferungen / Leistungen nach dem NATO-Truppenstatut und dem Zusatzabkommen sowie nach dem Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen wird bestätigt, daß sie ausschließlich für den Gebrauch oder Verbrauch durch die Streitkräfte oder durch die NATO-Hauptquartiere im Gebiet der Bundesrepublik Deutschland, ihr ziviles Gefolge, ihre Mitglieder oder deren Angehörige bestimmt sind.

The supplies / services described on the front page have been received. For supplies / services under tax-relief according to NATO-Status of Forces Agreement and Supplementary Agreement as well as to Protocol on NATO-Headquarters and Supplementing Agreement thereto it is certified that they are intended to be used or consumed exclusively by the Forces or by the NATO-Headquarters in the territory of the Federal Republic of Germany, the civilian components, their members or dependents.

Les marchandises / prestations désignées au recto ont été reçues. Il est certifié que ces fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire ainsi que du Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire sont exclusivement destinées à l'utilisation ou à la consommation par les Forces ou par les Quartiers Généraux de l'OTAN sur le territoire de la République Fédérale d'Allemagne, l'élément civil, leurs membres ou les personnes à charge.

Der umstehend angegebene Gesamtbetrag von / *The total amount as shown on the front page of* / *Le montant total mentionné au recto de* ..... TOTAL AMOUNT AS SHOWN ON FRONT PAGE ..... ist richtig. / *is correct.* / *est exact.*
(Angabe des Betrages in ausländischer Währung oder D-Mark) (*indicate amount in foreign currency or D-Marks*) (*indiquer le montant en monnaie étrangère ou D-Mark*)

Zahlung wurde geleistet in / *Payment is being made in* / *Le paiement est effectué en* ..... CURRENCY USED ~~(DM)~~ EURO
(Angabe der Währung — *indicate currency involved* — *indiquer la monnaie utilisée*)

durch Scheck / Überweisung [8]) vom / *by check / by remittance* [8]) *dated* / *par chèque / par virement* [8]) *du* ..... IMPAC VISA

aus dem Konto Nr. / *from account No* / *au débit du compte No* ..... bei / *at* / *à* ..... UNIT NAME/ADDRESS
(Geldinstitut der zahlenden Dienststelle — *Bank of the paying service* — *Banque du service effectuant le paiement*)

an / *to* / *à* ..... NAME OF VENDOR
(Geldinstitut des Lieferers — *Bank of supplier* — *Banque du fournisseur*)

DATE ..... UNIT'S OFFICIAL STAMP ..... NAME/RANK/UNIT OF APPROVING/CERTIFYING OFFICIAL
(Datum — *Date* — *Date*) (Dienststempel) (*Official stamp*) (*Cachet du service*) (Name, Dienstgrad und Dienststelle des bestätigenden Offiziers) (*Name, rank and agency of certifying officer*) (*Nom, rang et service de l'officier donnant le certificat*)

OFFICIAL

*)

Anmerkungen für den Lieferer / Leistenden — *Notes for supplier* — *Remarques destinées au fournisseur*

1) Zutreffendes ist im ☐ mit × zu bezeichnen.
2) Werden in einem Abwicklungsschein mehrere Lieferungen / Leistungen innerhalb eines bestimmten Zeitraumes zusammengefaßt, so ist diesem eine Zusammenstellung mit den entsprechenden Geschäftsunterlagen (Lieferscheine u. dgl.) beizufügen.
3) Bei zollbegünstigten Veredelungen sind in Spalte 2 die Ware und die Art der Veredelung anzugeben.
4) Bei Leistungen, die nicht die zollbegünstigte Veredelung von Waren betreffen, sind die Spalten 3—5 nicht auszufüllen.
5) Spalte 4 ist nur auszufüllen, wenn mit der amtlichen Beschaffungsstelle in anderen als metrischen Maßen und Gewichten abzurechnen ist.
6) In Spalte 5 ist die Warenmenge (Reingewicht) auch dann in metrischen Maßen und Gewichten (Liter, kg usw.) anzugeben, wenn mit der amtlichen Beschaffungsstelle in anderen Maßstäben abzurechnen ist.
7) In Spalte 6 ist der tatsächlich vereinnahmte Betrag (Preis nach Abzug von Steuern, Zöllen, etwaigen Steuervergütungen, Rabatten, Skonti u. dgl.) anzugeben.

1) *Mark the ☐ with × if applicable.*
2) *If several supplies/services of a certain priod are listed in one single Abwicklungsschein, add a list with the appropriate commercial documents (Lieferschein etc.).*
3) *In the case of processing under tax-relief indicate under column 2 both nature of goods delivered and type of processing.*
4) *In the case of services wich do not involve processing under tax-relief columns 3—5 need not be filled in.*
5) *Column 4 to be filled in only of measurements other than metric units are the basis of invoicing for the official procurement agency.*
6) *In column 5 indicate the quantity of goods (net weight) in metric units (liters, kilograms etc.) If other measurements are the basis of invoicing for the official procurement agency.*
7) *Indicate in column 6 the amount actually received (price after deduction of taxes; customs duties; tax relief, if any; discounts and the like).*

1) *Indiquer la mention utile d'un × dans ☐.*
2) *Lorsque plusier fourniturers / prestations réalisées pendant une période déterminée sont réunies sur un seul Abwicklungsschein, il y a lieu de joindre à celui-ci un récapitulatif accompagné des pièces commerciales justificatives correspondantes (bon de livraison etc.).*
3) *En cas de perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, la marchandise et le genre de perfectionnement doivent être indiqués dans la colonne 2.*
4) *Pour les prestations qui ne concernent pas le perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, les clonnes 3 à 5 ne sont pas à remplir.*
5) *La colonne 4 n'est à remplir que s'il a été convenu avec le service d'achat officiel d'exprimer les poids et mesures en un système d'unités autre que le système métrique.*
6) *La quantité des marchandises (poids net) doit être indiquée en unités métriques (litres, kilogrammes etc.) dans la colonne 5, même s'il a été convenu avec le service d'achat officiel de l'exprimer dans un autre système d'unités.*
7) *Indiquer dans la colonne 6 le montant réellement perçu (prix obtenu après déduction des impôts, droits de douane et éventuellement des remboursements d'impôts, rabais, escomptes etc.).*

„Unmittelbar unter der letzten Eintragung des Lieferscheins (Teil 1, Spalten 1 bis 6) ist ein waagerechter Schlußstrich zu ziehen. Leerfelder sind durch Streichungen unbrauchbar zu machen."

"Draw horizontal line immediately below last entry on Delivery Certificate (Part 1, columns 1 to 6). Cross unused space so as to make any additional entries impossible."

"Tirer un trait horizontal immédiatement au-dessous de la dernière inscription dans le Certificat de livraison (partie 1, colonnes 1 à 6). Barrer les cases non remplies afin de les rendre inutilisables."

Anmerkungen für den bestätigenden Offizier
Notes for the certifying officer
Notes pour l'officier donnant le certificat

8) **Nichtzutreffendes streichen.**
Cross out if not applicable.
Rayer la mention inutile.

9) **Es ist nur die 1. Ausfertigung zu unterzeichnen.**
The 1st copy only to be signed.
Signer le 1er exemplaire seulement.

Bemerkungen des Lieferers/Leistenden
Buchungshinweise u. dgl.

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CARDHOLDER – ACTION AFTER PURCHASE IS MADE

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CARDHOLDER – AFTER ACTION

1. Create a monthly folder for documentation in support of GPC transactions. File should include: quotes, order forms, receipts, delivery tickets, invoices, receiving report, and other documentation.
2. Label the folder with the date of the monthly statement that will include those transactions. For example: Transactions made between July 20 and Aug 19 will appear on the statement dated Aug 19. Therefore the label would read: "GPC Aug 20XX."
3. Keep the folder in a secure location – do not compromise your GPC number.
4. Enter transaction in the C.A.R.E. Transaction Log – include all required information immediately after completing the purchase.
5. Enter transaction in the Bulk Funding Log – keeping track of monies available.

CARDHOLDER – AFTER ACTION

6. As items are received, mark the corresponding log entry (C.A.R.E.) as “received” and include the date.
7. File all invoices and purchasing documentation in the cycle folder prepare in Step 1.
8. If invoices and/or receipts are missing, copies must be obtained from the merchant.
9. If you obtained competitive quotes, the quotes should be placed in the cycle folder with the invoice.
10. If you choose other than the lowest quote, you must document your determination that the price was reasonable.

GPC
RCO

CARDHOLDER - DOCUMENTATION

Full, accurate, and complete documentation provides:

- Complete support for each transaction.
- An audit trail of what the taxpayer's and patron's dollars are paying for and why.
- ***Protects the Cardholder and Approving/Certifying Officer from suspicion of wrongdoing.***
- Is required by regulation.
- Is the responsibility of the Cardholder to create and maintain supporting documentation throughout the billing cycle.
- The A*pproving/Certifying Officer* is responsible for ensuring all required documentation is present and ***sufficient to support the transaction.***

GPC
RCO

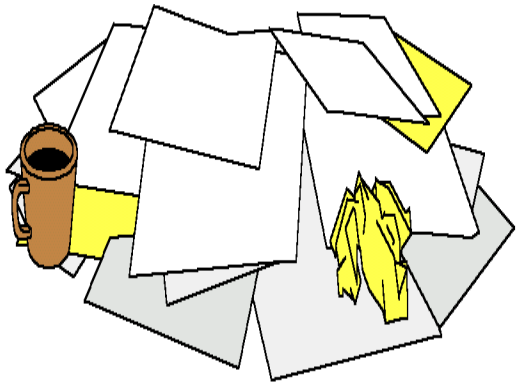
FILE DOCUMENTATION

FILE DOCUMENTATION

- Competition
- Current price lists, catalogs, or advertisements
- Comparison with similar items in a related industry
- Any other reasonable basis
- Complete the " Cardholder's Determination of Price Reasonableness" form for each purchase made.
- Modified contracting form – Germany
- Tax exempt form (ABWICKLUNGSSCHEIN)
- Receipt, invoice and receiving report
- Final disposition of property

REQUIRED PURCHASE DOCUMENTS

- ✓ Purchase Requests w/ required approvals
- ✓ Certified funding document; Bulk Funding Log
- ✓ Sales Slips, Charge slips, Invoices
- ✓ Fair and Reasonable Determination
- ✓ Receiving Report
- ✓ Property Book accountability
- ✓ Memo for Record



Files subject to audit --
AAA, IG, IRACO
DOC, CID

GPC
RCO

FILE RETENTION REVIEW

Who maintains the GPC files after monthly certification?

- The Billing Official/Certifying Official

How long do they maintain the files?

- The GPC files are kept for **six (6) years and three (3) months** per the Federal Acquisition Regulation (FAR) Part 4.805, Financial Management Regulation and the AR-715-xx, File Retention.

Where should the files be kept?

- The files should be kept in a secure cabinet with limited access.

What should be kept in the purchase files?

- At a minimum: receipts, receiving reports, hand receipt, logs, invoices, delivery orders, and approvals, etc.